



**City of Freeport**  
**REGULAR COUNCIL MEETING**  
6:00 p.m./Council Chambers/Freeport City Hall  
January 26, 2017 Minutes

**I. Meeting Opened**

The January 26, 2017 Regular Council Meeting was called to order at 6:00 PM by Councilwoman Janice McLean. The meeting was held in City Council Chambers of Freeport City Hall.

Council members present: Councilman Eddie Farris, Councilwoman Kasey Cuchens, Councilwoman Janice McLean, Councilwoman Elizabeth Brannon, & Councilwoman Jennifer Laird.

Council members absent: Mayor Russ Barley

Staff present: City Clerk Podraza, City Attorney Clay Adkinson, Parks Director Weiler, Water Supervisor Larry Tuggle, Billing Supervisor Jennifer Douglas, Finance Officer Sara Bowers, & City Engineer Cliff Knauer.

**II. Invocation and Pledge of Allegiance**

The invocation was given by Councilman Farris, followed by the Pledge of Allegiance to the American Flag.

**III. Recognition of Guests:**

1. Robert Jones, Jones-Phillips & Associates, Inc.
  - Mr. Jones presented the Proposed Revised Housing Assistance Plan
  - Mr. Jones presented the CDBG Relocation Plan

**IV. Approval of Past Minutes**

- January 10, 2017 Regular Council Meeting Minutes

*Council Action: Councilwoman Cuchens made a motion to approve the January 10, 2017 Regular Council Meeting Minutes as presented. Councilman Farris seconded the motion. All ayes; motion carried.*

**V. Consideration of Additions/~~Deletions~~ to Agenda**

1. Additions:
  - First Reading of Moratorium on Cannabis Dispensing & Distribution Ordinance
  - Quotes for Picnic Tables
  - Wireless Scoreboards
2. ~~Deletions~~
  - Salary Administration & Performance Evaluations Policies

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office at 850-835-2822 by 5:00 p.m. on the day prior to the meeting.

No verbatim record by a certified court reporter is made of these proceedings. Accordingly, any person who may seek to appeal any decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at these proceedings upon which any appeal is to be based (see Section 286.0105, Florida Statutes).



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- FBIP Grant-Marse Landing
- Approval for Water Distribution Certification Course-Josh McKay
- Freeport Sports Complex
- Freeport Swimming Pool

**VI. Approval of Agenda with Additions/~~Deletions~~**

*Council Action: Councilwoman Cuchens made a motion to approve the Agenda with specified Additions and ~~Deletions~~ as presented. Councilman Farris seconded the motion. All ayes; motion carried.*

**VII. Staff Reports**

**A. City Clerk Matters**

1. Website Design RFP Update
  - Clerk Podraza updated the Council on the progress of the RFP for Web Design.
2. Consent Agenda

*Council Action: Councilwoman Cuchens made a motion for the City of Freeport to move to an agenda format which will include a Consent Agenda and adopt the standard form and rules for public comment that are embedded in the Sunshine Law in regards to this format. Councilman Farris seconded the motion. All ayes; motion carried.*

**B. Staff Accountant**

1. Pay all bills in order

*Council Action: Councilwoman Cuchens made a motion to pay all bills in order as presented. Councilman Farris seconded the motion. All ayes; motion carried.*

**C. Planning & Zoning Dept.**

1. Recreation Board Appointment

*Council Action: Councilwoman Laird made a motion to appoint Gary Elmer as Councilwoman Cuchen's appointee to the City of Freeport Recreation Board. Councilwoman Cuchens seconded the motion. All ayes; motion carried.*

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**D. Legal Matters**

1. Determine a policy for Customers wishing to opt out of the current Grinder Pump Agreement.

*Council Action: Councilwoman Cuchens made a motion for an Ordinance to be drafted for first reading, allowing customers to opt out of their current Grinder Pump Maintenance agreement with the City of Freeport and discontinue the \$7.00 monthly maintenance fee being charged to their account. Councilwoman Laird seconded the motion. All ayes; motion carried.*

2. Proposed Revised Housing Assistance Plan

- City Attorney Adkinson read the proposed revisions to the HAP as follows:  
Page 10, paragraph 3 is revised to clarify the eligibility of manufactured homes as replacement units for mobile homes;

Page 12, Paragraph B is revised to eliminate the posting requirement;

Page 13, second paragraph from the top beginning with "Sealed bids\_\_" to designate the Mayor or his/her representative to open bids;

Page 17, Paragraph C. Replacement is amended to allow manufactured housing as replacement units.

*Council Action: Councilman Farris made a motion to approve the 2017 revised CDBG Housing Assistance Plan (HAP) agreement as presented and to conform the agreement to City form. Councilwoman Cuchens seconded the motion. All ayes; motion carried.*

3. CDBG Relocation Plan

*Council Action: Councilwoman Cuchens made a motion to approve Supplemental Resolution Number 2017-01, supplementing the original Residential Anti-displacement and Relocation Assistance Plan Resolution Number 90-9. Councilwoman Brannon seconded the motion. All ayes; motion carried.*

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4. Temporary Cannabis Moratorium Ordinance

*Council Action: Councilman Farris made a motion to approve first reading and advertisement of the Temporary Moratorium Ordinance in regards to growing, cultivation, processing, manufacturing, dispensing, distribution, and wholesale and retail sale of medical cannabis, low-THC cannabis, and derivative products or any related activities for 240 days. Councilwoman Cuchens seconded the motion. Three ayes, (Cuchens, Laird, Farris) one nay, (Brannon); motion carried.*

E. Engineering

1. Engineering Update

- City Engineer Cliff Knauer presented the Engineering Update report.
- City Attorney Adkinson recommended a motion to approve Legislative Transmittal of the Freeport Project Priorities by ranking.

*Council Action: Councilwoman Cuchens made a motion to approve for transmittal to the Legislature, four (4) legislative priorities projects as follows:*

1. *Phase I of the original design of the 331 Project in the approximate amount of 5.5 Million*
2. *Design, permitting & surveying of the Waste Water Treatment Plant*
3. *Water Line Upgrades to include fire hydrants*
4. *Sewer for Lagrange Road*

*Councilwoman Laird seconded the motion. All ayes; motion carried.*

2. Small County Outreach Program for Rural Areas of Opportunity (SCOP) Grant

- City Engineer Knauer updated the Council on the SCOP Grant. Council was directed to send their suggestions for City Streets they feel need to be improved to the City Clerk.

3. Speed Table/Speed Bumps

- There have been several inquiries regarding the speed tables installed on South Jackson as to whether they are the correct product that the City approved. City Engineer Knauer clarified for the record that what was installed on South Jackson does meet the criteria required for a speed table and not a speed bump.
- Councilwoman McLean also inquired if the signs could be moved back further to give more warning that the speed tables are ahead. Engineer Knauer agreed to contact the CW Roberts and have the signs moved back further from the speed table.

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F. Water Dept.: None

G. Sewer Dept.

1. Councilwoman McLean

- Councilwoman McLean reviewed the proposed Sewer Finance and Connection Agreement with the Council. The proposal will be brought back to the Council on February 14, 2017 for approval. The agreement has been approved to form by the City Attorney.

H. Parks Dept.

1. Picnic Tables

*Council Action: Councilwoman Cuchens made a motion to approve the purchase of seven (7) rectangular concrete picnic tables and seven (7) ADA rectangular picnic tables in the amount of \$13,657.32 from The Park and Facilities Catalog. Councilwoman Laird seconded the motion. All ayes; motion carried.*

2. Painting at Complex

- Parks Director Weiler updated the Council on the painting at the Sports Complex. Sixty gallons of miss-tint high grade commercial paint was purchased for under \$100.00. The interior of all the bathrooms has been painted and painting Old City Hall will be the next project.
- Parks Director Weiler explained that there is a special prep process and paint that is needed for the Concession Stands. The paint for this project is just under \$700.00 and guaranteed for 20 years.

3. Pickleball

- Parks Director Weiler advised the Council that Freeport City Parks has been approached to hold Pickle Ball at the Sports Complex. Two of the tennis courts will be lined to be used for Pickle Ball. This is a great opportunity for the City of Freeport. This is a huge sport in the Panhandle.

**VIII. Old Business: None**

**IX. New Business**

A. Mayor Russ Barley

1. ~~Salary Administration & Performance Evaluations Policies~~

B. Councilwoman Brannon

1. Legislative Matters

- The Northwest Florida League of Cities Board of Directors Meeting will be held at the Dockside Oyster Bar & Café on February the 16<sup>th</sup> at 6:00 pm, dinner at 7:00. The Guest

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Speaker will be Allison Payne, Manager of the Advocacy, and Federal Programs with the Florida League of Cities.

C. Councilwoman Cuchens

1. ~~FBIP Grant Marse Landing~~

2. Request for matching funds to be applied for FCT grant/property purchase

- Councilwoman Cuchens requested Council approval of matching funds for the FCT Grant for a Barrier Free Park which would be located on the property West of City Hall. A commitment of \$10,000.00 per year, for three consecutive years, beginning in 2018 is required. Councilwoman Cuchens and Parks Director Weiler will be presenting what is called a *Project of Excellence* on February 8<sup>th</sup> to the Governing Board of the FCT Grant, to gain additional points for the grant application process.

*Council Action: Councilwoman Cuchens made a motion to approve \$10,000.00 per year, for three (3) consecutive years, beginning in the 2018 Parks & Recreation Budget, as reserve for the Barrier Free Park. Councilman Farris seconded the motion. All ayes; motion carried.*

3. CIP update if funds approved for FCT grant

*Council Action: Councilwoman Cuchens made a motion to update the Freeport Capital Improvement Plan under Section X. 2, **Property West of City Hall**, to reflect the matching funds allocated to the project contingent upon FCT Grant approval. Councilwoman Laird seconded the motion. All ayes; motion carried.*

4. ~~Request approval for Josh McKay to take certification Class for Distribution Operator License.~~

5. ~~Speed Table/Speed Bumps~~ **MOVED TO ENGINEERING**

D. Councilwoman McLean

1. Councilwoman McLean advised the Council that the Sludge Bed Project is 100% complete and the contractor did an excellent job.

E. Councilman Farris

1. Gator for Streets & Parks
  - Councilman Farris presented quotes for purchase of two gators which was approved at the January 10, 2017 Regular Council Meeting.

*Council Action: Councilman Farris made a motion to approve the purchase of a gator for the Parks Department, which has been budgeted for and a gator for Streets which will be taken from*

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*the Sidewalks budget line item out of the Streets Budget, from Wise Equipment in the amount of \$7,232.00 per gator. Councilwoman Cuchens seconded the motion. All ayes; motion carried.*

2. Update on mowing contract

- Councilman Farris updated the Council on the mowing of 331 within the City limits and whether the City should out-source the work or keep it in house. So far only one company is interested and hopefully they will have a proposal ready for the February 14, 2017 meeting.

3. ~~Freeport Sports Complex~~

4. ~~Freeport Swimming Pool~~

F. Councilwoman Laird

1. Approve Quote for purchase of Scoreboard Controllers for \$1,625.00 for Fields 4 & 5

*Council Action: Councilman Farris made a motion to approve the purchase of two (2) Scoreboard Controllers for Fields 4 and 5 of the Sports Complex in the amount of \$812.50 each from Electro-Mech Scoreboard Company. Councilwoman Laird seconded the motion. All ayes; motion carried.*

**X. Public Comment: None**

**XI. Adjournment**

Councilwoman McLean called for a motion to adjourn. Councilwoman Cuchens motioned to adjourn. Councilwoman McLean gavelled and the meeting adjourned at 7:25 p.m.

FREEPORT CITY COUNCIL

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Council President

ATTEST:

\_\_\_\_\_  
City Clerk

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